

Administrative Services Assistant III Position

Job Announcement

Please submit all resumes and inquiries to David.Sherman@tn.gov

Organization Description

The Division of Mental Health Services is responsible for planning and promoting a comprehensive array of services and supports for individuals of all ages, living with mental illness, co-occurring disorders, and/or serious emotional disturbances. This is accomplished through the creation, expansion, and oversight of community-based programs and community support services. Initiatives include: affordable housing programs; homelessness prevention services; 24-hour crisis services; wellness and recovery services; peer recovery services; suicide prevention services; geriatric services/PASRR services; disaster MH services; a comprehensive System of Care-based child, youth, and family supports services.

Summary of Position

This position is responsible for providing administrative support for professional staff at the direction of the Assistant Commissioner of Mental Health Services and for providing program support to the federally mandated Preadmission Screening and Resident Review program (**PASRR**). The position reports directly to the Assistant Commissioner of Mental Health Services. Salary is based upon experience and benefits are competitive. The Administrative Services Assistant III's duties are as follows:

- Performs daily review and approves PASRR evaluations, as assigned.
- Verifies that PASRR evaluations meet federally mandated guidelines.
- Verifies that each PASRR identifies needed rehabilitative and specialized services.
- If any PASRR evaluation is not completed or contains errors, returns the PASRR to the contractor with specific instructions for corrections.
- Ensures reviewed Level II has an appropriate level of care evaluation, or the summary includes why the level of care analysis is not complete.
- Interprets and explains pertinent laws to families, community agencies, and other government agencies, as needed.
- Assists in assuring all assigned PASRRs are completed to federal mandates, funding requirements and agency contractual agreements.
- Completes the monthly Bureau of TennCare billing verification report, due on the 10th of each month.
- Provides general administrative support to the Division of Mental Health Services as assigned by the Assistant Commissioner, which includes but is not limited to the following:
 - 1) Manages data reports by department for professional staff
 - 2) Completes all special projects, as assigned by the Assistant Commissioner, in support of division programs and various administrative functions.

- 3) Reviews submitted fiscal invoices for accurate and appropriate expenditures and subsequent approval
- 4) Participates as needed in on-site program monitoring to ensure effective progress and outcomes associated with agency contracts
- 5) Schedules and assists in preparation of meetings and conference calls as assigned
- 6) Facilitates quality telephonic and electronic communication to community stakeholders and division grantees as needed

Education / Experience

Minimum Qualifications:

- A Bachelor's Degree
- A minimum of 4 years Administrative Assistant experience
- Experience in data aggregation and analysis
- Experience in the field of Mental Health or with older adults is a plus
- Experience in housing and/or homeless services is preferred

Pre-employment criminal background check is required.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.